

DEVELOPMENT SERVICES DEPARTMENT
BUILDING DIVISION

PHONE: 954.797.1111 • FAX: 954.797.1086 • WWW.DAVIE-FL.GOV

SHUTTER/DOOR/WINDOW CHECKLIST

***We require 3 sets of plans/surveys Packaged and stapled together and 2 copies of applications and all other forms being submitted for this permit**

Required

- ___ Print out from the Broward County Property Appraisers Office (**WWW.BCPA.NET**)
- ___ 2 Drawings of the foot print of the structure showing numbered locations of openings to be shuttered.
Also include length, width, and mean roof height of structure.
- ___ 2 sets of Dade County product approval for each type of shutter being installed.
- ___ 2 Completed Town of Davie shutter installation forms and attached wind load calcs.
- ___ Completed Building Permit Applications with notarized signatures.
- ___ Contractors- A Copy of all application licenses (Competency & Occupational) original
insurance certificates for Workman's Comp and General Liability
- ___ Disclosure Statement - if submitted as on owner / builder application.
- ___ Plan Check Fee in the amount of \$30.00 at time of submitting application.

_____ Contractors Signature

_____ Owner signature required if applying for an owner builder permit

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